

## MEMORANDUM

9/24/2010

TO: Bob Hoyt, Director, Department of Environmental Protection  
David Dise, Director, Department of General Services  
Steven Emanuel, Director, Department of Technology Services  
Joe Beach, Director, Office of Management and Budget  
Patrick Lacefield, Director, Office of Public Information

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Paper Reduction

### **The following items were identified for follow-up during the 9/24/2010 CountyStat meeting:**

1. Finalize content of Administrative Procedure (AP) on paper and printing reduction. Work with the Office of Management and Budget on AP form and process issues.  
Responsible parties: DEP  
Other parties involved: CountyStat, DGS, DTS, OMB  
Deadline: 10/8/2010
2. Develop FY12 budget targets for printing and mail expenditures.  
Responsible parties: OMB  
Other parties involved: CountyStat  
Deadline: 10/8/2010
3. Using DTS inventory data on desktop printers, develop and send communication to departments directing them to review and reduce those printers.  
Responsible parties: CountyStat  
Other parties involved: DTS  
Deadline: 10/15/2010
4. Promote the results of County's Paper and Printing Reduction Initiative to various groups (i.e. residents, County employees, business community, peer jurisdictions). Also, send press release to environmentally focused groups and public management publications as part of promotion effort.  
Responsible parties: PIO  
Other parties involved: CountyStat  
Deadline: 10/15/2010
5. Develop and implement a paper reduction communication and education strategy focused on changing employee behavior.  
Responsible parties: DGS  
Other parties involved: CountyStat, DTS, OMB, DEP  
Deadline: 12/10/2010

6. Continue to track the results of this initiative every six months.

Responsible parties: CountyStat

Other parties involved: DGS, OMB

Deadline: 2/1/2010

CC:mjk

cc: Timothy Firestine, Chief Administrative Officer  
Fariba Kassiri, Assistant Chief Administrative Officer